

SUMMARY OF CONTENTS

Before beginning any work on your proposal, read the policy guidelines thoroughly. As you complete the grant application, please use this check-list as a guide. Complete and sign this page, and turn it in with the application as page 2. When submitting the grant application, please put together the requested information in the following order. Please check "Yes" if the information is enclosed with the application.

	Yes	No	N/A	GOV Use Only
1. General Information Form (Attached Form, pg 1)	_____	_____		_____
2. Summary of Contents (Attached Form, pg 2)	_____	_____		_____
3. Prior Accomplishments	_____	_____		_____
4. Problem Statement and Needs Assessment	_____	_____		_____
5. Proposed Grant Project Goal(s)	_____	_____		_____
6. Proposed Grant Project Objectives	_____	_____		_____
7. Proposed Grant Project Performance Measures	_____	_____		_____
8. Kansas Criminal Justice Information System Compliance (if applicable)	_____	_____	_____	_____
9. Proposed Grant Project Staffing Pattern	_____	_____		_____
10. Proposed Grant Project Collaboration	_____	_____		_____
11. Civil Rights Contact Information	_____	_____		_____
12. Match Waiver (if applicable)	_____	_____	_____	_____
13. Budget Summary Form (Attached Form)	_____	_____		_____
14. Budget Narrative	_____	_____		_____
15. Certifications Form (Attached Form)	_____	_____		_____
16. Audit Information	_____	_____		_____
17. All the information is in the correct order as listed, signatures are provided on summary of contents & Budget Summary Form	_____	_____		_____
18. There is one original plus 14 copies of the grant application and <u>one</u> copy of current audit report, if applicable.	_____	_____		_____

If the application is submitted incomplete, it will not be reviewed.

SIGNATURE OF PERSON COMPLETING APPLICATION